



## DEPARTMENT OF THE NAVY

Naval Medical Education and Training Command  
8901 Wisconsin Avenue  
Bethesda, MD 20889-5611

IN REPLY REFER TO:  
NAVMEDEDTRACOMINST 5215.1  
OS

22 OCT 2002

### NAVMEDEDTRACOM INSTRUCTION 5215.1

From: Commander

Subj: COMMAND STANDARD DISTRIBUTION LIST

Ref: (a) OPNAVNOTE 5450 Ser DNS-RMC2/2U503222  
(b) SECNAVINST 5215.1C

Encl: (1) Distribution List I (Directorates/All Hands)  
(2) Distribution List II (NMETC Detachments)  
(3) Distribution List III (Headquarters)

1. Purpose. Reference (a) directed the establishment of the Naval Medical Education and Training Command (NMETC), Bethesda, Maryland. This instruction promulgates the standard distribution lists for NMETC.

2. Cancellation. NSHSBETHINST 5215.2G

3. Information. Command directives (NMETC Notices and Instructions) establish policy, organization, conduct, and procedures essential to the effective administration and operation of NMETC. In consonance with reference (b), the Command Directives Issuance System, under the cognizance of the Director for Administration, is the primary mechanism for promulgating policy, procedures, and information for the Command. The Command Standard Distribution List delineates "action/information" addresses selected on the basis of a need to know or need to act. The Commander is the Issuing Authority under whose title and by whose authority command directives are to be established.

#### 4. Action

a. Use enclosures (1) through (3) as standard distribution lists for the Command.

b. Individuals drafting NMETC directives are responsible for identifying the appropriate distribution list. In determining appropriate distribution of directives, individuals drafting the directives will consider the purpose and content of the directives. Distribution of related directives, the

organizational aspects of directives to include the scope of the mission and functions including supervisory and external command relationships.

c. The Director for Administration will designate a Directive Issuance Officer. The Directives Issuance Officer will ensure directives issued are within the guidelines provided in paragraph 4(a) above.

5. Supplementary Distribution Information. In the event the standard distribution lists delineated in the enclosures are insufficient to fully reflect distribution requirements, distribution may be expanded by indicating "copy to" on the basis of interest or need to know. In the event only parts of distribution lists need to be utilized, those to be excluded shall be indicated by using the "less" or the limiting word "only." Examples are provided below:

- a. Distribution:  
List I and III
- b. Distribution:  
List II
- c. Distribution:  
List III (less M2)
- d. Distribution:  
List II  
Copy to: BUMED, NNMC

6. Administration and Maintenance. The Director for Administration will ensure implementation of the provisions of this directive. Submit recommendations for changes to establish the Command's standard distribution lists to the Director for Administration.

  
N. J. LESCAVAGE

Distribution:  
List I  
List II

NAVAL MEDICAL EDUCATION & TRAINING COMMAND  
BETHESDA, MARYLAND

DISTRIBUTION LIST I

NMETC DIRECTORATES/ALL HANDS

Distribution to "All Hands" of the Naval Medical Education & Training Command will be accomplished by placing items on the 'NSH 04' server located in the 'NSHSINST' shared folder. An e-mail notification will then be sent to the "All Hands" e-mail group informing the staff of the new Directive and providing instruction for access.

NAVAL MEDICAL EDUCATION & TRAINING COMMAND  
BETHESDA, MARYLAND

DISTRIBUTION LIST II

NMETC DETACHMENTS

Commanding Officer, Naval School Health Sciences, Portsmouth, VA

Commanding Officer, Naval School Health Sciences, San Diego, CA

Officer in Charge, NSHS San Diego Detachment, Academy of Health Sciences, Fort Sam Houston, TX

Officer in Charge, NSHS San Diego Detachment, Sheppard AFB, Wichita Falls, TX

Commanding Officer, Naval Hospital Corps School, Great lakes, IL

Commanding Officer, Naval Operational Medicine Institute, Pensacola, FL

Officer in Charge, Naval Operational Medicine Institute Detachment, Naval Aerospace Medicine Institute, Pensacola, FL

Officer in Charge, Naval Operational Medicine Institute Detachment, Naval Undersea Medical Institute, Groton, CT

Officer in Charge, Naval Operational Medicine Institute Detachment, Surface Warfare Medicine Institute, San Diego, CA

Officer in Charge, Naval Survival Training Institute, Pensacola, FL

Officer in Charge, Naval Survival Training Institute Detachment East, Norfolk, VA

Officer in Charge, Naval Survival Training Institute Detachment West, San Diego, CA

NAVAL MEDICAL EDUCATION & TRAINING COMMAND  
BETHESDA, MARYLAND

DISTRIBUTION LIST III

HEADQUARTERS

Chief, Bureau of Medicine and Surgery, Washington, D.C. (M00)

Vice Chief, BUMED (M09)

Chief of Staff PEO, BUMED (M09B)

Deputy Chief BUMED, Manpower and Personnel (M1)

Director, Research & Development (M2)

Deputy Chief BUMED, Dental Operations Support (M3D)

Deputy Chief BUMED, Fleet Operations Support (M3F)

Deputy Chief BUMED, Medical Operations Support (M3M)

Deputy Chief BUMED, Logistics (M4)

Deputy Chief BUMED, Information Management (M6)

Deputy Chief BUMED, Resource Management/Comptroller (M8)

Deputy Chief BUMED, Reserve Affairs (M10)

Deputy Chief BUMED, Environmental Health (M11)